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Approved For Release 2001/08/02 : CIA-RDP78-03991A000400050038-1

TO : Chief of Logistics

NOV 10 1954

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Production Report (continued item) -- The Weekly Production Report is attached.

2. PROJECTS

a. Air Conditioning (continued item) -- Except for the electrical work this project is now complete. Electricians are installing a temporary line in order that newly installed air conditioning units and exhaust fans can be inspected by GSA preparatory to effecting payment to the contractor. ✓

We understand the 2500 amp breaker was to have been shipped 5 November 1954. If received in time it will be installed the week-end of 20 - 21 November 1954 at which time there will be a complete electrical outage to the plant.

b. Renovation of Space for Motion Picture Facilities (continued item) -- No change.

c. Securing the Large Press Room (continued item) -- GSA personnel are erecting the metal lath on the press room partition. This should be completed by early next week.

3. OTHER ITEMS OF INTEREST

a. Psychological Warfare Materials (continued item) -- The PP/W booklet scheduled for 8 November 1954 was completed and delivered on schedule.

The only PP/W job now in process is the colored die-cut job for 50,000 copies. It is progressing on schedule.

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b. OTR Motion Picture Support (continued item) -- The filming of the DCI security film did not take place on 5 November 1954 as had been planned. The DCI rejected the script and suggested the filming be delayed for approximately two weeks. P&RD personnel have expressed an opinion that OTR has generally done an unsatisfactory job in the coordination of this project. These opinions and suggestions for improvement have been relayed to Mr. [REDACTED] OTR.

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Mr. [REDACTED], OTR, are now editing and splicing the film that was shot in the Pentagon some weeks ago. This work is expected to be completed by 12 November 1954 after which a work print will be made.

c. Rush Work (continued item) -- The ORR reports program continues as a high requirement program. There are now 23 reports processing. Eleven of these are in our Bindery Section either awaiting final approval from ORR or awaiting for graphic materials and/or maps to complete the publication. Three reports have been completed and delivered during the week.

d. Field Printing Capabilities for PP/W Work (continued item)  
-- No change.

e. Printing of Supplemental Newspaper Clippings (continued item)  
-- In an attempt to eliminate obstacles to the original P&RD plan for solving this problem, Mr. [REDACTED] was informally presented the problem of delivery of newspapers to RQM/OIS by 0730. Informally, Mr. [REDACTED] has agreed that this can be done. P&RD has agreed to attempt a two day delivery schedule on this project. In the meantime two Stenafax machines have been requisitioned. If approval to purchase these machines is granted, P&RD will inform Mr. [REDACTED] that we are ready to commence this project upon delivery of the Stenafax machines.

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f. Dissemination of Agency Regulatory Issuances (continued item)  
-- A meeting was held with [REDACTED] and Mr. [REDACTED] attending. It was decided that the problem could most logically be resolved by assigning the responsibility to the Printing & Reproduction Division along with sufficient personnel to accomplish the responsibility. It was agreed however that should Mr. [REDACTED] or the Chief/LO, feel the responsibility should be assigned OCD, no objection to such action would be made.

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g. [REDACTED] Daily Publications (continued item) -- Blank pages continue to be removed by hand. On 9 November 1954 Mr. [REDACTED] all from [REDACTED] visited the P&RD plant in [REDACTED] and observed the processing of the [REDACTED] Daily Publications. Problems of common concern were discussed resulting in the renewed fact that utmost cooperation is absolutely essential for the successful publication of these books.

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h. Commendation (new and complete) -- Mr. [REDACTED] has been commended by the Chief, Communications Security Division, for his efficient production of [REDACTED]. This was a coded publication and special security measures had to be enforced throughout its processing.

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4. SPECIAL PROBLEMS

a. None.

[REDACTED] 25X1A9a

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WEEKLY PRODUCTION REPORT						WEEK ENDING		30 Oct 54			
OPERATION	UNIT	ON HAND	RECEIVED	TOTAL	STANDARD	REGULAR TIME	PRODUCTION OVERTIME	TOTAL	OVER TIME HOURS WORKED	BACKLOG	MAN DAYS OF WORK
A	B	C	D	E	F	G	H	I	J	K	L
PHOTOSTAT	PRINTS	17,017	12,547	29,564		17,024				12,940	
OZALID	PRINTS	2,725	2	2,727		191				2,536	
MICROFILM	FEET	27,596	3,982	31,578		3,225				28,353	
OZAPHANE	FEET	290	11,750	12,040		7,460				4,580	
MICROTRONICS	PRINTS	65,538	81,406	146,944		10,708				136,236	
M & A	PRINTS	2,242	7,400	9,642		9,518				124	
GRAPHICS	PRINTS	21,277	8,841	30,118		7,133				22,985	
8 x 10 ENLARGING	NEGATIVES	26	93	119		34				85	
	PRINTS	707	301	1,008		201				807	
MOTION PICTURE	FEET	15,011	1,700	16,711		3,577				13,134	
COLOR LABORATORY	PRINTS	940	17	957		390				567	
COMPOSING	PAGES	20	116	136		95				41	
LINOTYPE COMPOSITION	PAGES	23	77	100		39				61	
PROOFREADING	PAGES	890	140	1,030		222				808	
OFFSET CAMERA	NEGATIVES	1,615	244	1,859		289				1,570	
LAYOUT	NEGATIVES	1,403	319	1,722		304				1,418	
	LAYOUTS	454	333	787		411				376	
PLATE MAKING	PLATES	237	584	821		642				179	
OFFSET	PLATES	1,132	18	1,150		207				943	
	IMPRESSIONS	621,753	3,375	625,128		161,395				463,733	
MULTILITH	PLATES	3,885	3,034	6,919		3,622				3,297	
	IMPRESSIONS	4,353,306	497,211	4,850,517		593,307				4,257,210	
DAVIDSON	PLATES	2,027	4,331	6,358		4,139				2,219	
	IMPRESSIONS	143,169	204,045	347,214		198,599				148,615	
LETTERPRESS	FORMS	22	59	81		69				12	
	IMPRESSIONS	91,390	37,405	128,795		68,131				60,664	
MIMEOGRAPH	STENCILS	592	2,537	3,129		2,018				1,111	
	IMPRESSIONS	47,930	1,571,290	1,619,220		1,528,000				91,220	
DITTO	MASTERS	882	685	1,567		845				722	
	IMPRESSIONS	33,186	24,558	57,744		33,082				24,662	
MACHINE ASSEMBLING	SHEETS	462,722	653,664	1,116,386		670,106				446,280	
HAND ASSEMBLING	SHEETS	21,327	488,042	509,369		478,369				31,000	
FOLDING	SHEETS	510,221	5,400	515,621		5,300				510,321	
DISTRIBUTION	UNITS	-	-	-		-				-	
BATCH SYSTEM	BATCHES	795	492	1,287		487				800	
	IMPRESSIONS	114,033	267,101	381,134		261,613				119,521	
NIS	SECTIONS										
	PAGES										
CORRECTIVE ACTION TAKEN OR NECESSARY		NECESSITY FOR OVERTIME WORKED			EXPLANATION OF MISSED DEADLINES			DESCRIPTION OF UNUSUAL JOBS			
*75,000 Prints received from NEA - 15000 cards, 5 copies each.											